

DPW
Ms. Anderson (287-4058)
7 February 2005

IMSW-HOD-PWH

SUBJECT: Information on Renting Off-Post Fact Sheet

PURPOSE: To Provide Guidance for Renting Off-Post.

FACTS:

1. Get to know the area and shop around for a rental unit that meets your needs and budget.
2. When you have decided where to live, take a look at the unit before signing the lease. Lease terms vary, from a month-to-month to a 3-, 6-, or 12-month lease. You should decide on the lease term best suited for your needs and negotiate the term before signing the lease.
3. Know the terms and conditions of your lease and your responsibility as a tenant. Once you sign a lease, it is legally binding.
4. Landlords with more than four residential dwellings must disclose all known lead-based paint information to prospective residents on property built before 1978, or before they became obligated under a lease contract. For owners with one to four residential dwellings the lead-based paint disclosure requirements took effect on 6 Dec 96.
5. Take a condition inventory of the property within 48 hours of moving in. List all deficiencies and have the manager sign the inventory. Only then will it become official. Keep a copy for your records.
6. Tenant insurance is highly recommended. This will allow you to seek compensation in the event of theft or property damage/loss; Landlords are not responsible for personal property losses.
7. Pay Rent on Time. Rent is always due on the first of the month. Late charges can be devastating.
8. Requests for repairs should always be in writing. Give your landlord the original and retain a copy for your records. Request must be dated and signed.
9. Notice to vacate must be given to landlord in writing. Texas law requires a 30-day advance written notice; however, leases may vary.
10. Your landlord has 30 days after you return the keys to refund the security deposit. Deductions for damages must be itemized and in writing.
11. You should attempt to resolve problems with your landlord prior to contacting the Housing Office. However, if your efforts are unsuccessful, the Housing Office is available for assistance.

IMSW-HOD-PWH

SUBJECT: Information on Renting Off-Post Fact Sheet

12. When your name comes up for on-post housing, let the Housing Office know when your lease expires and/or how much notice you have to give your landlord. Applicants waiting on on-post housing can be placed in lease-hold status till the terms of the lease are completed.

IMSW-HOD-PWH

SUBJECT: Information on Renting Off-Post Fact Sheet

13. Information on utility waivers is available at the Housing Office. (Rental/Utility Waiver Programs are explained in separate fact sheets.)

14. Following these simple guidelines and being a responsible tenant will make your living in the community all the more enjoyable.

15. Visit our website at www.dpw.hood.army.mil for more information on housing services and policies.

(Original Signed)

AUTHENTICATION: CAROL J. ANDERSON

7 February 2005